

- d. In the **Per Diem Rates** portion of the screen, highlight the daily lodging cost and update if to reflect the correct value.
- e. At the bottom of the screen, select **Save These Entitlements**.
- f. Select the **Continue** button at bottom of page.

5

Lines of Accounting

Itinerary

Travel

Expenses

Accounting

Additional Options

Review/Sign

Accounting Codes

- a. Select the appropriate line of accounting from the Accounting Label drop-down menu.
- b. If multiple lines of accounting are necessary, select one at a time. The **Allocate** button will appear to distribute the expenses by date, by expense category, percent, or by dollar amount. Select **Allocate Expenses** and the item to be allocated to each accounting label. Select **Save Allocations**.

Select **Additional Options** from the navigation bar.

6

Additional Options

Itinerary

Travel

Expenses

Accounting

Additional Options

Review/Sign

Profile

Per Diem Entitlements

Partial Payments

Advances

- a. **Profile Tab** – Where changes or additions can be made to your personal information.
- b. **Per Diem Entitlements** – Where adjustments to your entitlements can be made.
- c. **Partial Payments** – Where partial payments can be scheduled if TDY is 45 days or greater
- d. **Advances** – Where a cash advance can be requested, if allowed at your site.
- e. Select the **Continue** button at bottom of page.

7

Review / Sign

Itinerary

Travel

Expenses

Accounting

Additional Options

Review/Sign

Preview

Pre-Audit

Other Auths.

Digital Signature

- a. In the **Pre-Audit** screen, enter any justifications in each comment box. Justification is mandatory.
- b. Click the **Save and Proceed to Digital Signature**.
- c. On the **Digital Signature** screen, stamp the document SIGNED. Click the **Submit Completed Document** button.

- d. When digital Signature window opens verify your Key File and click **OK**.

ADJUSTING/AMENDING DOCUMENTS

A user or user/traveler can easily change/edit a document once it has been signed. An adjustment is a change made to an Authorization/Voucher before the APPROVED stamp is applied to the document. An Amendment is a change made to an Authorization/Voucher after the APPROVED stamp is applied to the document. All changes to documents must be commented as to the reason for the change.

Creating an Adjustment

Open Document VIEW-ONLY: ☐

- a. Select **Authorization/Orders** from the Official Travel drop-down menu.
- b. Click the **view/edit** link next to the document that you want to adjust.
- c. Deselect the view-only box to make changes to the document.
- d. At Digital Signature window, type **Password**.
- e. View the Preview screen and select the **Edit** links next to the areas that need adjustment.
- f. Select the **Pre-Audit** link on the sub-menu to add justifications for any changes made.
- g. Click the **Save and Proceed to Digital Signature** and stamp the document SIGNED.

Creating An Amendment

Existing Authorizations/Orders							
Sort by	Document Status	Document Description	Sort by	Sort by	Sort by	Sort by	Sort by
Document Status	Document Description	Document Description	Document Description	Document Description	Document Description	Document Description	Document Description
Document Status	Document Description	Document Description	Document Description	Document Description	Document Description	Document Description	Document Description

- a. Select **Authorization/Orders** from the **Official Travel** drop-down menu.
- b. Click the **Amend** link next to desired document.
- c. Type justification for changes in comment box.
- d. On Preview screen click the **Edit** link next to the areas needing amendment. Make changes.
- e. Click the **Digital Signature** link under **Review/Sign** and stamp the document SIGNED.

Traveler Instructions to Create an Authorization/Order In DTS

Army Version Without Commercial Travel Office (CTO) Connectivity



A Step-by-Step Guide

DTS Version 1.5.4.0, January 20, 2004
(See Chapter 2 in Document Processing Manual)

Contact Army Lodging for Lodging Availability

Call Army Lodging at 1-800-Go-Army -1 to determine if Government lodging is available or if contract lodging is available through the Lodging Success Program for the per diem location. If lodging is not available, Army Lodging will provide a non-availability number. This non-availability number shall be included in the travel authorization Remarks block.

Contact the Commercial Travel Office (CTO) to Make Travel Arrangements

- a. Call the CTO to arrange ticketed transportation, rental vehicle and lodging, as appropriate.
- b. If ticketed transportation is to be paid using the travelers Government charge card (or IBA), the traveler must ensure that the CTO has the charge card account number and expiration date.
- c. The CTO representative will provide the ticketed transportation, rental vehicle and lodging costs, as appropriate. These costs will be entered into DTS.

Logging into DTS with a Common Access Card (CAC)

- a. Insert your CAC into reader.
- b. With your Internet Explorer browser go to the website portal <http://www.defensetravel.osd.mil>
- c. Select the **Log In** button.
- d. Read and select **Accept** to the Privacy and Ethics Policy Statement.
- e. When the digital signature window opens, your Key File will appear, enter your Password. (If your “Identity” certificate does not appear, click the drop down menu arrow and select your key file or Identity).
- f. Enter your CAC **PIN** number.
- g. Click the **OK** button.
- h. If you are a first time user you will be prompted to enter your SSN and profile information.

Creating an Authorization



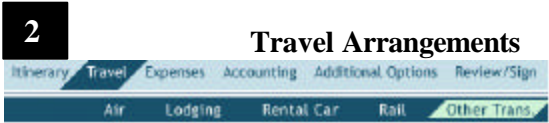
- a. If you are creating an authorization/order for yourself, from your Personal Homepage, hover mouse over **Official Travel** on the navigation bar.
- b. Select **Authorization/Orders** from the drop- down menu selection.



- c. If you are creating an authorization/order for someone else, from your Personal Homepage, hover mouse over **Official Travel – Others** on the navigation bar.
- d. Select **Create New Authorization/Order**.



- a. Enter **Starting Point** by clicking the location from the **Starting Locations in Profile** box or by typing a location in the field.
- b. In the **Departing on** field enter the date you will be departing or use the calendar tool.
- c. Select **Trip Type** and **Trip Purpose** by using the drop-down menus.
- d. Click the **Search Location** button in the **Location Tools** box on the right to enter TDY location.
- e. In the search location window, enter city/town or installation. Click **Search Location** button.
- f. If destination is not found, click the **TDY/TAD Location Lookup Tool** link. Select state from drop-down menu. Then select a location for that state in next drop-down menu. If location does not exist, select **Unlisted**.
- g. In the **Departing Date** field enter the date you will be departing from your TDY/TAD location.
- h. Select **Yes** or **No** to Traveling to another TDY Location. If Yes, enter in Location and dates on next screen.
- i. Enter the **Ending Point** or select from Return Locations in Profile box or by typing a location into the field.
- j. The reservations module is unavailable the CTO is not connected.
- k. Select the **Preview Screen** radio button. Click the **Save and Proceed** button at the bottom of the page.



- a. Select **Travel – Other Trans**. From the DTS menu to enter the ticketed transportation data.
- b. For transportation **Type**, click the drop down arrow to select the appropriate ticketed transportation type. The most common type of ticketed transportation is for airline travel. Select CP for ticketed transportation billed to the travelers Government charge card. Select CP-C for ticketed transportation billed to a centrally billed Account (CBA).
- c. Enter the ticket cost in the **Ticket Value** field.
- d. The Departure and Ticket dates should be populated.

- e. If a Centrally Billed Account has been loaded into DTS, select the appropriate CBA from the available list.



- a. Select Expenses from the DTS menu. Non-mileage should be selected by default. If not, use the drop-down menu to select a non-mileage expense. If the expense is not listed in the menu type it in the **Or** field.
- b. Type the amount of the expense and select the date the expense was incurred.
- c. If a rental vehicle was authorized and arranged through the CTO, enter the cost of the rental under non-mileage expenses.
- d. Include the cost or estimated cost for all non-mileage expenses to account for all “should cost” for the trip.
- e. Enter up to five expenses on the first screen and select **Save Expenses** at bottom of screen.
- f. Select **Mileage** from the lower menu of the navigation bar to enter any mileage expenses for private vehicle travel.
- g. Select the **Continue** button at bottom of page.
- h. Use the drop-down menu to select a non-mileage expense. If the expense is not listed in the menu type it in the **Or** field.
- i. If there are mileage expenses associated with the trip, select **Mileage** from the **Expense** menu.
- j. Type the amount of the expense and select the date the expense was incurred.
- k. Enter up to five expenses on this screen and select **Save Expenses** at bottom of screen.
- l. Select **Mileage** from the lower menu of the navigation bar to enter any mileage expenses for private vehicle travel.
- m. Select the **Continue** button at bottom of page.



- a. To update lodging costs, select **Additional Options – Per Diem Entitlements** from the DTS menu.
- b. Select **Edit** on the first day of the trip.
- c. In the **Values Apply Through:** field, enter the end date for the update to the cost of lodging cost.